

**FREMONT COUNTY SCHOOL DISTRICT #21
FORT WASHAKIE SCHOOL**



**ATHLETIC DEPARTMENT
Coaches Handbook**

2025-2026

PHILOSOPHY OF THE FORT WASHAKIE SCHOOLS ATHLETIC PROGRAM

Athletics have had a significant influence on the Fort Washakie community and enjoy a unique status in our value system. We believe that participation on an interscholastic athletic team is a worthwhile experience, which all students should have the opportunity to pursue. Fremont County School District #21 affirms the right of every student to participate in the interscholastic athletic program without regard to gender, race, or creed.

Athletics can positively contribute to intellectual, physical, social, and emotional development. Individual growth is accomplished when an athletic program, conducted by educationally oriented coaches, provides the means to achieving team and personal goals.

Coaches and athletes at Fort Washakie School that participate in athletics are held to a higher standard, and will be expected to conform to basic standards of conduct and to demonstrate a degree of self-discipline in the classroom as well as on the court/field/track.

In order to more fully realize the educational value of athletics, the athletic program should:

- Promote the physical and emotional well-being of all participants.
- Be an integral part of the total education program.
- Be conducted by PTSB certified coaches.
- Be conducted within the spirit of all applicable rules and regulations.
- Coaches will accept the responsibility of teaching this handbook to athletes.

The FWS sports calendar runs from August until May. The Youth and Junior High programs consist of four seasons which include fall, early winter, late winter, and spring. The High School program consists of three seasons which include fall, winter, and spring.

PROGRAMS OFFERED

Youth 5th & 6th grade

The Youth athletic program addresses the physical, social, and emotional needs of early adolescence. The early approach to athletics can be less competitive at times, but

provides our students opportunities to experience various types of sports. Students are encouraged to participate in a program that includes:

- Four 7-8 week seasons to allow for exposure to more athletic activities.
- “no cut” policy (attendance and behavior problems may have negative consequences).
- Coaches who value playing all team members in each contest.
- Schedule includes “A” games for more experienced athletes, and “B” games for athletes with less experience.
- League standings are maintained, and a WRCAA conference tournament is held. However, no individual honors are awarded at the tournament.

WRCAA regulations state that students are eligible to play Youth sports as 5th and 6th graders, and will not be allowed to play the day they reach their 14th birthday.

Youth sports offered are: boys and girls x-country, youth football, girls volleyball, boys and girls basketball, wrestling, and track.

For volleyball and basketball tournaments the “A” team will be the team that will participate. The tournament roster shall consist of no more than 15 players.

Junior High 7th & 8th grade

The Junior High athletic program also addresses the physical, social, and emotional needs of early adolescence. The approach to athletics is certainly more competitive than the Youth program, yet continues to provide our students opportunities to experience various types of sports. Students are encouraged to participate in a program that includes:

- Four 7-8 week seasons
- “no cut” policy (attendance and behavior problems may have negative consequences).
- Coaches who value playing all team members in each contest.
- Schedule includes A games for higher level athletes, and B games for athletes with less experience.
- League standings are maintained, and a WRCAA conference tournament is held. Individual honors (all-conference) are awarded at the tournaments.

WRCAA regulations state that students are eligible to play Junior High sports as 7th and 8th graders, and will be allowed to play until the day they reach their 16th birthday. Junior High sports offered are: boys and girls x-country, football, girls volleyball, boys and girls basketball, wrestling, and track.

For volleyball and basketball tournaments the “A” team will be the team that will participate. The tournament roster shall consist of no more than 15 players.

Youth and Junior High Athletic Guidelines

Athletics/Activities have a significant influence on the Fort Washakie Community and enjoy a unique status in our value system. Participation on an interscholastic athletic team is a worthwhile experience, which all students have the opportunity to pursue. Fremont County School District #21 affirms the right of every student to participate in the interscholastic athletics/activities program without regard to gender, race, or creed.

FWS Athletic Program Objectives

Each athletic team will follow four (4) team rules and additional rules/contracts outlined by coaches:

1. Set a good example (at school and in the community)
2. Be on time and be prepared
3. Put forth your best effort at all times
4. No put downs

REQUIREMENTS FOR PARTICIPATION

Physical

All students participating in sports need a physical before beginning practice. A physical lasts one year and must be dated after May 1, 2025.

Age & Grade

Athletes, parents and coaches should always be aware of age and grade restrictions set forth by the WRCAA (Wind River Conference Athletic Association), of which Fort Washakie School is a member, which governs all sports with the exception of non-conference activities.

1. Fifth and Sixth grade students are considered to be in the youth program. Seventh and eighth graders are considered to be in the junior high program.
2. Students may be eligible to play in the youth division until the day they turn 14 years of age.

3. Students may be eligible to play in the junior high division until the day they turn 16 years of age.

Medical Release Form

Each student's parent/guardian will complete a Medical Release Form giving permission for emergency medical treatment by a physician or hospital when the parent/guardian is not available. The Medical Release Form will be kept on file by the coach for availability at all practices and contests. Students requiring medical attention must obtain a written release from the attending physician or dentist before returning to practice and/or contests. An updated medical release form is required for each season.

Academic Eligibility

Fort Washakie School recognizes that a student's first priority must be academics. Therefore, education is the most important goal we have as teachers and coaches.

Weekly eligibility reports will be compiled every Friday morning. Fifth through eighth grade students will be determined to be ineligible if they are failing classes. Students will be notified by their teacher about what they need to do to become eligible.

The student has until 5:15 P.M. on the following Monday to satisfy the requirements to become eligible. If a student fails to get off of the Ineligible Students list on Monday night they will be recommended to participate in After School Tutoring until they become eligible. This applies to both athletes and non-athletes.

In the circumstance of contests being played on Monday, the student's eligibility will be determined by the Principal or Activities Director before the contest or team departure from Fort Washakie School.

Students that are ineligible may attend games if accompanied by a parent. Ineligible athletes may not sit on the bench with the team and may not work in the concession stand. However, the ineligible student may continue to practice with the team unless the coach and teacher decide it is in the student's best interest to attend tutoring sessions.

Dual Participation

A student may not participate in two school sports at the same time. A student will have 2 weeks after the season starts to switch sports. Both coaches must give approval of the transfer.

Risk of Participation

All students and parents must realize that there is a risk of serious injury which can result from participation in athletics. The FCSD #21 coaching staff will make every effort to eliminate the risk of an injury.

Concussion

Any student who exhibits signs, symptoms or behaviors consistent with concussion shall be immediately removed from the contest or practice and shall not return to play until cleared by an appropriate health care professional. Concussion information is included with participation permission slips. Parent/guardian and student athlete must sign proper forms stating that they read and understand the risks involved with concussion when participating in athletics.

ATHLETIC CODE OF CONDUCT

Conduct of student athletes

A firm fair policy of enforcement is necessary to uphold regulations and standards of the athletic department. FWS feels that high standards of conduct and citizenship are essential in maintaining a sound athletic program. Due to misconduct, disciplinary action may include detention, suspension from the contest(s), dismissal from the team, notification of the law, and/or any other action reasonably fitting the seriousness of the violation.

Individual Coaches Rules

Coaches may establish additional rules and regulations for their respective sport. These rules, as pertaining to a particular sport, must be given by the coach verbally and in writing to all team members and explained fully at the start of the season. Additional rules require the signature and acknowledgement of parents/guardians in order for students to participate.

If an infraction occurs prior to a contest, the athlete's privilege to play must be determined in collaboration between the coach and school administration. The coach will inform parents/guardians of the decision prior to the contest.

During a contest, the consequence of a code of conduct infraction will be at the discretion of the coach.

School Attendance/Practice/Game Day

Practice is as important as the game competition. Therefore, an athlete who is not in attendance by 9 AM on the day of practice will not be eligible to practice that day unless a verified excuse is on file.

Student athletes traveling or participating in an athletic event need to be in school no later than 9 AM on game day. An athlete who is not in attendance at school the day of the game or an athlete who gets to school after 9 AM will not be eligible to play that day, unless the student has a verified medical excuse. It is expected that the athlete will be in school for the full day. Please make every effort to schedule appointments on non-game days.

An unexcused absence from practice is when an athlete is in school but does not report for practice on time, does not check in with a coach prior to leaving, stays after school and does not communicate this to the coach ahead of time. An athlete with 3 unexcused absences will be dismissed from the team.

The building administrator has latitude to enforce other reasonable disciplinary actions warranted by the situation.

Appearance

On game days, all athletes and coaches will dress in appropriate and neat attire.

Coaches are expected to enforce this policy with ALL athletes.

The building administrator has latitude to enforce other reasonable disciplinary actions warranted by the situation.

INFRACTIONS/CONSEQUENCES

As a student at Fort Washakie School, students are expected to have the self-discipline required to respect the rights of other individuals. Student athletes and activity participants will recognize they are accepting additional responsibilities, in addition to their academic requirements, in order to participate and compete. By accepting this, they agree to hold themselves to a high standard and represent themselves, their peers, and the school to the highest standard.

All activities are considered to be an extension of the school day regardless of their location. Therefore, all school policies should be respected and observed. Fremont County School District #21 neither condones nor tolerates skipping class/academic dishonesty, disrespect, bullying/hazing, harassment, fighting, alcohol/tobacco/drug and inhalant, theft, lying, non-compliance, vandalism, truancy, bus infractions, etc.

Behavioral infractions on the part of students will result in consequences as laid forth by the coach and/or school administration.

Depending on the severity of the incident, student athletes may be suspended from a game(s) on the first offense.

Suspensions

Student athletes receiving In School Suspension (ISS) are not eligible to attend practice or participate in an interscholastic athletic activity scheduled on the same day. Student athletes receiving Out of School Suspension (OSS) are not eligible to attend practice or participate in any interscholastic athletic activity during the period of the out of school suspension. Out of School Suspension (OSS) student athletes may not attend games/events on campus even if accompanied by a parent or guardian.

Due Process

Any student athlete found in violation of this code of conduct, and/or parent/guardian, may request to meet with the coach/principal/activities director to explain his/her actions. Meetings must be scheduled and occur outside of practice time or contest days. If an appeal of the decision is requested, the student and/or parent/guardian may appeal to the school superintendent, then to the FCSD #21 Board of Education if needed.

Dismissal from the Team

Student-athletes are strongly encouraged to remain a member of the team until the season is complete. Quitting a team without a valid reason is discouraged. The coaches will make every effort to communicate with the athletes to make sure they have a positive experience while participating in athletics. Students must also make an effort on their part to be responsible, accountable individuals.

If a student-athlete has 3 unexcused absences from practice they will be dismissed from the team. If a student-athlete violates any rules as stated in the code of conduct their consequence may result in being dismissed from the team.

Parental Support

FCSD #21 believes that the presence of parents at interscholastic athletic events is positive and beneficial to the student athlete, the district, and the community. It is expected that parents will conduct themselves in a manner that supports good sportsmanship. This includes language and actions that do not belittle coaches, chastise referees, fellow teammates, or opponents.

If a parent is asked to leave a game for inappropriate behaviors, he/she will not be permitted to attend any home games until they have completed the NHFS course, "The Role of the Parent in Sport." A certificate of completion must be submitted to the Activities Director before the parent is allowed in attendance at home games. If a second incident occurs, the parent will not be permitted to any athletic contests for the remainder of the academic year.

**Youth & Junior High
Miscellaneous****RESIDENCE:**

According to the WRCAA (Wind River Conference Athletic Association) An athlete must have been a resident at the school he/she represents for at least 90 calendar days unless he/she is:

1. A pupil transferring into a school due to a move from one school district to another on the part of the parents.
2. A pupil assigned to a foster home by court order.
3. A pupil from a school, which is discontinued or consolidated.

4. Any student that enrolls in a school the first day that school begins in the fall is eligible for athletics for that school year. If he/she changes schools without parent movement or court order, he/she will be under the 90 day rule
5. Anyone transferring from a member school to a member school and not meeting the transfer rule will be able to play on the “B” team in volleyball and basketball, or participate in wrestling and track meets but will not be eligible for the WRCAA end of the season tournament or meet. He/she can play in non-conference game during the season.
6. To participate in a conference tournament you must be an enrolled member of the school you represent.
7. Any student may petition the conference for eligibility before the fall meeting. A 2/3 vote by member schools is required to become ineligible.

FORT WASHAKIE HIGH SCHOOL ACTIVITY CODE

Philosophy

Athletics have a significant influence on the Fort Washakie Community and enjoy a unique status in our value system. Participation on an interscholastic athletic team is a worthwhile experience, which all students have the opportunity to pursue.

Fort Washakie High School will afford each student-athlete the real opportunity to achieve their potential by giving them access to the goods, services, social, and cultural capital of our society while also affirming each individual’s culture and talents and the groups with whom they identify.

Fremont County School District # 21 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title IX and Section 504 may be referred to Fremont County School District # 21, Deb Smith, Civil Rights Coordinator, 90 Ethete Road, Fort Washakie, Wyoming, 82514 or (307) 332-5983 or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-582, or (303) 844.5695.

FWHS Athletic Program Objectives

1. All athletes and coaches treat opponents with respect.
2. Play hard and within the rules.
3. Exercise self control at all times, setting a positive example.
4. Respect officials and accept their decisions without gesture or argument.
5. Win without boasting, lose without excuses, and never quit.
6. Remember that it is a privilege to represent your school during activities and in the community.

Wyoming High School Activities Association Rules

To be eligible for interscholastic activities, a high school student must meet the following state regulations:

1. Student in good standing
2. Grades and credits
3. Transfer or change of schools
4. Number of semesters of competition
5. Age limit
6. Physical examination and immunization
7. Amateur standing
8. Number of practice days
9. Awards
10. Assumed name
11. Undue Influence
12. Independent teams
13. Specialized sports camps

Requirements for participation

Eligibility is contingent on many aspects including age, grades, health, and a number of practices. Our Activities Director, Gale Rowan, may be contacted at GRowan@fortwashakieschool.com for further questions regarding the athletic policy.

Fort Washakie High School student-athletes and activity participants will recognize they are accepting additional responsibilities, in addition to their academic requirements, in order to participate and compete. By accepting this, they agree to meet all academic and behavioral expectations, and to represent themselves, their peers, and the school to the highest standard.

Physical

All students need a physical before beginning practice. A physical lasts one year and must be dated after May 1, 2025.

Age

A student-athlete must be under the age of 20 years of age during the scheduled season to participate on the team. For instance, a student is 19 years old when basketball season starts and turns 20 a month into the season, their season will end on the day of their 20th birthday.

Medical Release Form

Each student's parent/guardian will complete a Medical Release Form giving permission for emergency medical treatment by a physician or hospital when the parent/guardian is not available. The Medical Release Form will be kept on file by the coach for availability at all practices and contests. Students requiring medical attention must obtain a written release from the attending physician or dentist before returning to practice and/or contests.

Academic Eligibility

Students must not have more than one (1) F core classes (english, math, science or social studies or electives), and have passed in five (5) solid courses subjects during the immediate preceding semester. Soft courses such as Advisory, study hall, and teacher aide do not count towards the credit minimum. Eligibility for each sport will be determined using the current semester grade on a weekly basis. Eligibility will run Monday – Sunday and will be checked and determined at 8:00 A.M. on the first school day of each week. The student is responsible for ensuring they know their current standing in each class every week, and for submitting completed work to their teacher with enough time to update and submit grades before the eligibility check is done. The process of verifying grade accuracy will rest with the teacher. If the student has more than one F, they are ineligible for all competition for the week. The student has until 5:15 P.M. on the following Wednesday to satisfy the requirements to become eligible. A list of ineligible athletes will be generated and sent to the Principal, Counselor, Activities Director, Teachers, and Coaches. The parent and/or guardian of every failing athlete will be notified by letter or phone call from the teacher, home school coordinator or athletic director. A student may only have exemption from this criteria if there was approval by school administration by the end of the previous week.

Student-athletes who are not academically eligible be expected to follow an academic plan established by the coaches and teachers which will include spending at least half of each practice in study hall working on gaining eligibility, and will agree to stay at school to work in study hall when the team travels for competition until the student-athlete is eligible.

Risk of Participation

All students and parents must realize that there is a risk of serious injury which may be a result of athletic participation. The FCSD #21 coaching staff will make every effort to eliminate injury.

Athletic Code of Conduct

Conduct of student-athletes

A firm fair policy of enforcement is necessary to uphold regulations and standards of the athletic department. FWHS feels that high standards of conduct and citizenship are essential in maintaining a sound athletic program. Due to misconduct, disciplinary action may include probation, suspension from the contest(s), dismissal from the team, notification of the law, and/or any other action reasonably fitting the seriousness of the violation.

Individual Coaches Rules

Coaches may establish additional rules and regulations for their respective sport. These rules, as pertaining to a particular sport, must be given by the coach in writing to all team members and explained fully at the start of the season.

Practice/ School Attendance

By participating in an athletic program, the athlete has committed him/herself to all scheduled practices and competitions. The following are the policies regarding an athlete's attendance at practice.

1. Athletes are expected to attend all scheduled practices and athletic contests unless the coach gives *prior* excused clearance. Excuses from practices or contests should directly relate to the athlete.
2. Athletes are to schedule doctor, dentist, tutor or any other appointments away from class time, scheduled practices, and athletic contests whenever possible.
3. Athletes are to be entering into their classes on time and daily and meeting academic expectations to be eligible for practice or athletic contests. Exceptions to this rule are made only with permission of the Activities Director.
4. Athletes that have not made contact with their instructors for 2 days will not be allowed to practice or compete in a competition.
5. Work hours must be scheduled around athletic practices and contests. Missed practices and competitions due to job commitments are inexcusable.

Game Day Expectations

Attendance in school is necessary for all students to be successful. Student-athletes traveling or participating in an extra-curricular event need to be in school on time and for the entire school day, on game day. For games or events scheduled on Saturdays, students are expected to be in school all day the preceding Friday. Student-athletes are also expected to be at school on time the day following a game or event. In cases where an accommodation must be made, the athlete needs to notify coaches and administrators *prior to* the absence or late arrival. If a student misses more than 20% of class time leading up to the departure time or event start due to appointments or other events, that student-athlete will not be able to compete in or attend the event. Student-athletes who do not adhere to these expectations will not be allowed to travel or participate in the game or event.

Appearance and Attitude of Student-Athletes

Student-athletes who represent FWHS are expected to dress in a neat, respectable manner on days of competition. Student-athlete actions and conduct are a direct reflection upon the overall quality of the athletic program and school. Coaches will work with the team to establish clear and consistent expectations for the team when sport-specific expectations exist.

Sweatshirts or hoodies are not to be worn on game days.

Failure to follow the appearance guidelines will result in the student not attending the contest.

Suspension

Students assigned in-school or out-of-school suspension are not eligible to attend or participate in practice, competition or any other interscholastic activity during the period of suspension.

Lettering Policy

To obtain a varsity athletic letter in the current season, the FWHS student-athlete will need to finish the entire season with no athletic code violations that resulted in suspensions and start in 90% of the season events or be a senior who completes the entire season. (Possible exceptions to the above policy include: injury, disability, or foreign exchange.)

INFRACTIONS

A student of FWHS, Fremont County School District #21, is defined as any student enrolled in grades 9-12 who participates in any sanctioned Wyoming High School Activities Association activity. The student will be subject to disciplinary action if he/she commits any of the following violations at any time during a calendar year.

1. Use or possession of alcohol, tobacco or tobacco-like substances, i.e., snuff, herbal chew, etc.; marijuana or any other illegal, controlled substance, as defined by Wyoming State Law, while on or off school grounds. If a student is suspected of being under the influence of alcohol or any of the above drugs (tobacco or tobacco-like substances, i.e., snuff, herbal chew, vape products, etc.; marijuana or any other illegal, controlled substance) the district reserves the right to conduct a drug test.
2. Theft or vandalism of property.
3. Acts of inappropriate conduct during the season in which the student is involved (i.e., fighting, verbal abuse of officials, contestants, coaches, or spectators).
4. A student will not wear apparel that pertains to alcohol, tobacco, drugs, or conveys inappropriate, vulgar or profane messages while on school grounds or involved in any school-sponsored activity.
5. Violations may also result from behaviors, which are detrimental to the individual student or to the school.

Any violations of the Activity Code while the student is enrolled in FWHS in grades 9-12 will result in the following action(s):

First Offense

1. Suspension from all student contests for 14 consecutive calendar days while school is in session. If the student is not currently participating in an activity, the penalty will begin at the opening contest of his/her next season. Reinstatement will be after the suspension and a parental conference with the administrator in charge of activities and the athletic director. Students must participate in all practices during this suspension. The student will continue to remain under the Activity Code while on suspension.
2. If drugs or alcohol are involved law enforcement will be notified immediately. The student and parents must meet with the administrator in charge of activities and the activities director, and the student assistance counselor. The student may not practice until his or her coach/sponsor has received notification from the

administrator in charge of activities and/or the activities director that preliminary contact has occurred.

Second Offense

1. Suspension from all practices and contests for one (1) calendar year. If drugs or alcohol are involved, the student must attend a program certified by the administrator. The student will continue to remain under the Activity Code while on suspension. The student will not receive or be nominated for any post-season awards, recognitions or contests.

Third Offense

1. Suspension from all practices and contests for the remainder of the student's 9-12 grade career. The student will not receive or be nominated for any post-season awards, recognition or contests.

Due Process

Any appeals to this Code may be presented in writing to the building principal. These consequences apply to all students whether or not they are actively engaged in their activity/sport(s) at the time of violation and may not carry into the following school year.

COACHING

The coach of an interscholastic athletic team assumes a very responsible position in education. The coach has the unique opportunity to work with the students in an activity that many times has profound and lasting impact on the lives of young athletes. Coaches are viewed as role models and can directly influence the decisions made by athletes. Through this close association, coaches can achieve a unique and seldom attained relationship with athletes who willingly seek guidance, advice, and counsel. Athletics serve as a vehicle for creating this climate. Therefore, coaches should be ever mindful of this role and conduct themselves accordingly. Coaching is a great opportunity to help mold the character of our native youth.

Coaches are also representatives of Fremont County School District #21. It should be a personal and professional obligation of a coach to have thorough knowledge of the policies and procedures of the Athletic Department and to teach and enforce them.

UNDUE INFLUENCE

Restrictions on anyone associated with the athletic department in any way attempting to influence students and their families about which school to attend are ALWAYS in effect and may jeopardize the eligibility of the student athlete.

Remember, those who recruit student athletes justify their actions by saying they are helping the student(s). In reality they may seriously jeopardize the student athlete's future eligibility status.

The use of undue influence by a coach or school may result in a student athlete being deemed ineligible for participation in athletics for a period which will be determined by the WHSAA Commissioner. The school will also be subject to disciplinary action by the WHSAA.

APPOINTMENT TO A COACHING POSITION

The success of our athletic program will depend upon our ability to secure the services of highly qualified and motivated individuals. All coaching positions are yearly appointments, and there is no tenure as far as these positions are concerned. Coaches will be evaluated annually by the Activities Director. A satisfactory evaluation will be essential for continuation in that position for the next school year.

Any Fort Washakie School staff member may apply in the spring for a coaching position for the following school year. All coaching positions must be approved by the Board of Education before the coach may begin his/her appointment.

Fremont County School District #21 Fiscal – Policy CODE GBJD

Coach Certification

1. The Activities Director will maintain a list of all coaches in the district and the dates their certification expires.
2. Notices will be sent to all coaches to remind them of their recertification responsibilities.
3. The Wyoming Department of Education mandates current and appropriate certification for coaches. While the district will maintain a list of coaches and send notice to coaches to help remind them of their certification expiration dates, it is and shall remain the coaches' responsibility to have a current and appropriate certification. The District cannot pay coaches who are not properly certified. Whether or not the coach receives notice from the School District, the coach has a professional responsibility to maintain current certifications. All coaches should contact the Activities Director annually to check their certifications. The coach will have the responsibility for fulfilling any requirements and sending in the appropriate paperwork for compliance with all certification and recertification requirements.

4. Coaches will not be able to begin practice with their teams without either a current certification or confirmation from the PTSB that their application materials have been received.

**State of Wyoming
PTSB Coaching Info**

Coaching Endorsement	
1.	Current Wyoming Educator License
2.	Current 1st Aid/CPR Training
3.	Prevention and Care of Athletic Injuries
4.	Foundations of Coaching
5.	Two (2) Year of Experience in each sport checked above as a coach at the middle or high school level or- Theory of Coaching the Specific Sport
6.	Note: Any educator who holds a Coaching endorsement in at least one sport is also eligible to be an Assistant Coach in any sport.

Coaching Permit	
1.	High School Diploma or GED
2.	Current 1st Aid/CPR Training
3.	Prevention and Care of Athletic Injuries
4.	Foundations of Coaching

5.	Two (2) Year of Experience as a Coach at the middle or high school level -or- Theory of Coaching the Specific Sport
7.	US & WY Constitution
8.	NOTE: Any Coaching Permit holder can only be a head coach for the specific sport(s) listed on their permit, but may also be assigned as an assistant coach in any sport.

	Transitional Coaching Permit
1.	High School Diploma or GED
2.	Current 1st Aid/CPR Training
3.	Prevention and Care of Athletic Injuries
4.	Employment in a Wyoming School District

COACHING POLICY addendum

A total commitment to the athletes and the athletic program at FCSD #21 should be made by a coach when signing a contract for the specific sport that you are coaching. Coaching does pertain to the teaching of athletes, the supervising of athletes, following district policies, attending required meetings, and completing and submitting necessary paperwork that is required by the athletic department. This also includes following the procedures set forth in the athletic handbook and following verbal and written directives given by the Activities Director and or Superintendent.

Failure to comply with any of the above tasks will result in disciplinary action.

- 1st offense: Verbal or written warning.
- 2nd offense: A written reprimand.
- 3rd offense: Loss of one year of incentive pay.
- 4th offense: Loss of two years of incentive pay.
- 5th offense: Loss of coaching contract for the current sport you are coaching, and loss of accrued coaching status.

(non-compliant coaches with less than 2 years on the incentive step scale will have their coaches salary docked by \$100 for the 3rd & 4th offenses)

Absenteeism and tardiness of coaches pertaining to practice and games has also become an issue in the Athletic Department at FCSD #21.

If a coach misses more than 2 days during your sport season your pay will be reduced by dividing the number of days in a season into your coaching salary to figure a per day rate. Then reducing your salary by the number of days missed (over 2) times your per day rate. Example: Your Salary is \$4000 for a 28-day season. Your daily rate would be \$142.86. You miss 5 days. Your salary would be \$4000 minus \$ 428.58 (3 times your daily rate) or \$3571.42. This will allow a coaching sub to get paid.

Due to required supervision of athletes, if a coach is absent a sub WILL be called in.

Professional leave that is not required by your supervisor will be counted as an absence.

Contract days may include Saturdays.

SUB COACHES

Coaches will be paid by the hour at the regular base rate.

INTERSCHOLASTIC ATHLETIC COACH

Job Description

All athletic coaches are directly responsible to the Activities Director. In fulfilling their duties and responsibilities, all coaches are expected to:

1. Assume complete responsibility for the conduct of their team.
2. Adhere to and support the policies of FCSD #21.
3. Establish positive relationships with coaches, athletes, parents, and community members.
4. Supervise the issuance, use, return, cleaning, inventory, and storage of equipment, uniforms, and supplies.
5. Attend meetings called by the Activities Director. Attend conference meetings when required. Attend the end of the season sports banquet.
6. Conduct a meeting with all athletes to discuss rules for the particular sport that you are coaching.
7. Complete necessary paperwork in a timely manner.
8. Administer first aid if necessary and report all serious injuries to the Activities Director.
9. Notify the Activities Director of any canceled practices and any unusual events or incidents. Schedule and conduct practices on a regularly basis.

10. Assistant Coaches must be prepared to act in a capacity of a Head Coach in his/her absence.
11. Supervise team members after practices/games until all have left the locker room, boarded the bus, or are picked up by parents. Secure all offices and closets when leaving.
12. Conduct themselves in a professional manner during all practices and games, and notify the Activities Director of any incidents that occur.
13. Keep abreast of the latest development, changes, and modifications of their sport.
14. Make decisions regarding his/her particular team, in keeping with established policies and procedures. However, when decisions are of a broader scope and affect other coaches and other teams or when the problem clearly falls within the jurisdiction of the Activities Director, action should be reserved for the Activities Director to review and discuss the matter more fully.
15. Keep current certifications including first aid/CPR, and an endorsement/permit required by Wyoming PTSB.

Code of Behavior for Coaches

1. Set a good example on and off the playing area. Be a living example of sound personal values and good sportsmanship.
2. Be modest in victory and gracious in defeat and instruct your players accordingly.
3. Be sensitive to the feelings and needs of your players, and use good judgment when addressing them, avoiding offensive and sexist comments.
4. Do not use, or allow the use by others, of profanity, crude or abusive language with players, opponents, officials, and spectators.
5. Respect the judgment of officials. Although it is reasonable for the coach to question an official's decision or even disagree with a decision, the official's decision must be accepted graciously.
6. Instruct players in the elements of good sportsmanship and remove players from competition who demonstrate unsportsmanlike behavior.
7. Implement the rule of no cell phone use during practices and games by example.
8. No coach should use alcohol or tobacco during or immediately after any interscholastic contest until his/her supervisory duties are completed for that contest.

9. Avoid cell phone usage while conducting practices except in emergency situations. Require and expect the same from your athletes. If your team is to be contacted please do so in person or by phone call. Avoid texting.
10. Be cautious when using social media when in season. (facebook, twitter, etc.) Any comments may be taken out of context or posted without your permission.
11. The Activities Director must be informed by the coach if they leave practice early.
12. A coaches family members that are not a member of the team may not ride the bus to or from a contest.

Coaches Appearance

Athletes & Coaches at Fort Washakie School are also held to a higher standard and must maintain a neat appearance. Coaches are encouraged to wear school colors and logos.

COACHING DUTIES AND RESPONSIBILITIES

Each sport will employ a Head Coach and an Assistant Coach based on the number of participants. If the number of participants is low, the sport will require a Head Coach only.

I. Pre-season Responsibilities

A. Planning

Major planning should be meticulously developed before the season begins and should include:

1. Knowing what equipment and supplies are available.
2. Notifying the Activities Director of any special or unique equipment needs.
3. Outline of practice/game schedule.
4. Organizational meeting with assistant coach.
5. Establish criteria for awards.

B. Meeting with Athletes

It is recommended that coaches conduct a pre-season meeting with squad members to hand out permission slips, discuss rules, practice schedules, and other important matters. When a meeting is called, it should serve a purpose, be well planned and informative. It is strongly recommended that parents be involved in the meeting.

C. Transportation, Hotel, Meal Requests, and Leave Slips

Sports schedules for the following year are complete in the spring. You may pick up a schedule from the Activities Director. Upon receipt of the schedule, transportation, hotel, and meal requests must be submitted in a timely manner. All forms are available in the front office.

Each team is allowed two (2) opportunities to dine out with the team per season. Please take advantage of this opportunity.

Coaches that require a sub must submit a leave slip for professional leave so that their class will be covered on game days. Coaches that utilize the time clock will clock in and out as a “coach” when duties begin on practice and game days. Copies of ALL requests must be submitted to the Activities Director when completed.

D. Selection of Student Managers

We encourage each team to appoint a student manager. Each team will be allowed no more than three (3) managers.

E. Secure Keys from Activities Director

Keys are available through the Athletic Department office and will be issued at the beginning of the season, and must be returned at the end of the season.

F. Facilities

1. It is the Activities Director’s responsibility to schedule the use of all athletic facilities for practices, scrimmages, and interscholastic athletic events. All requests for use of facilities by coaches, as well as other organizations, must be made through the Activities Director. **Fort Washakie School events will take priority over outside events.**
2. A Facility Request Form must be submitted for Friday, weekend, and vacation practices. This should be done in a timely manner so arrangements can be made to have a custodian on duty to open the building for teams when school is not in session.
3. The Activities Director will arrange to have all fields and facilities prepared for practices, scrimmages, and games through the maintenance staff.
4. The Activities Director will arrange for supervisors, clock operators, official scorekeepers, ticket takers, and first responders.

II. In-Season Responsibilities

A. Code of Behavior

Each coach is responsible for seeing that permission slips and medical release forms are fully explained and properly signed by each athlete and their parent/guardian. These forms must be kept on file with the coach and carried with them while traveling. The coach must also check to see that each athlete has a current physical on file in the coaches office.

AN ATHLETE WILL NOT BE ALLOWED TO PARTICIPATE UNLESS A CURRENT PHYSICAL IS ON FILE.

B. Supervision of Students

1. It is the responsibility of each coach to supervise his/her squad members. This responsibility begins when athletes enter the locker rooms and ends when athletes leave the building following practices/games. Youth and Junior High teams must be excused from practice no later than 5:10 P.M. High School team will practice from 5:30 to 7 P.M., or at the coach's discretion. Upon being excused from practice and after games, team members should be directed to quickly change, shower, and leave the locker rooms.
2. The coach shall be the last person to leave the locker room. Upon leaving, showers should be checked, loose equipment picked up, lights turned off, and storage areas should be checked and locked.
3. Coaches should make sure that their athletes have either taken the bus, or have been picked up by parents. Students remaining in the school building must have made prior arrangements. Please do not leave athletes unattended while waiting for their rides. No coach should leave the school premises until all buses and athletes have left.
4. After away contests, a designated coach must ride the bus with the athletes until all are delivered home.
5. Athletes must ride to and from the contest on the bus with the team. Any student athlete wanting to ride with another must have written or verbal permission from a legal parent/guardian.
NO EXCEPTIONS.

C. Physical Examination

Before an athlete can participate on an interscholastic athletic team, he/she must have completed an approved medical examination (Physical) and an

updated Medical Release Form. **AN ATHLETE WILL NOT BE ALLOWED TO PARTICIPATE UNLESS A CURRENT PHYSICAL IS ON FILE.**

D. Kitchen

Lunches/drinks will be prepared and ready as requested. Requests must be made in a timely manner. Coaches will pick up food from the kitchen after checking with the food service staff. Make sure your lunches/drinks are labeled with the appropriate team for which it is prepared.

E. Rosters

Completed rosters must be turned into the Activities Director one week after the first practice.

F. Equipment

All coaches must assist the managers in the distribution and collection of equipment. Coaches are responsible to secure the equipment on a regular basis.

G. Uniforms

Coaches will assist with the distribution, control, and inventory of uniforms/practice jerseys for all athletic teams.

1. Youth and Junior High coaches will issue uniforms at the beginning of each game and collect uniforms at the conclusion of each game. (with the exception of cross country & track)
2. Youth and Junior High coaches/managers will do the laundry for their team during their specific season.
3. Coaches are asked to keep an inventory sheet at the beginning of each season, and will be required to return said inventory sheet at the conclusion of the season stating any missing/damaged uniforms.
4. All uniforms are stored in the uniform room. NO students are allowed and the door must be kept locked at all times.

H. Lost, Stolen, or Misused Uniforms

Lost stolen or misused uniforms should be reported to the Activities Director. Athletes will be expected to make restitution. Athletes that fail to return their uniform will not be permitted to continue athletic competition and will be deemed ineligible until the uniform is returned or a replacement fee is paid. Athletes should be reminded that the acceptance of responsibility for equipment is an important part of becoming a member of an athletic team.

I. Early Dismissal

It will be necessary to request that a squad and its coaches be excused from school to travel to an away contest and to get prepared for a home contest to meet the scheduled starting times. An alphabetized list of squad members must be submitted to the Activities Director on game days.

J. Public Relations

1. Our local newspaper, the Wind River News, is eager to receive articles about our athletic teams and will publish them on a regular basis. Coaches are encouraged to provide results to the Wind River News or to the Activities Director.
2. Team photos will be scheduled for each team each season.
3. Coaches should be prepared for interviews conducted by the media. At times, the media will ask for comments regarding opposing teams, coaches, and players following hectic games. Be professional and discreet in your dealings with reporters.

K. Awards

Each team will be allowed to present **four (4)** special awards. Athletes are not eligible for special awards or all-conference selections if they have had any out of school suspensions during the individual season.

The Athlete of the Year Award is presented to one 8th grade girl and one 8th grade boy who have successfully completed a sport that is offered each season. The award is based on a point system. Points are given for citizenship as well as athleticism. An athlete can earn up to 100 points per season. Points are determined and submitted by the head coach after the completion of a season.

Categories for point are as follows:

all-conference:	10 max	team value:	10 max
leadership:	10 max	athletic performance:	10 max

work ethic:	10 max	athletic ability:	10 max
attendance:	10 max	coaches ranking:	10 max
improvement:	10 max	coachable:	10 max

Junior High football, volleyball, and basketball will award WRCAA All-Conference medals. Youth and Junior High Cross Country, Wrestling, and Track will award ribbons, medals, and team trophies to 1st-6th place individual competitors.

L. General

1. Be present at the time you scheduled your squad members to be present.
2. Organize and plan each practice.
3. Keep accurate attendance and participation records.
4. In the event of inclement weather, please call the Activities Director by 2 P.M. to notify your intentions for practice and the reserving of an indoor meeting site.
5. Any informational letter that is sent home must contain the names of the athletes, where and when you are playing, quote the dress code, what time you are expected to be home, and if you are dining out. **Please forward a copy to the Activities Director prior to the contest.**
6. Notify staff by e-mail if an early dismissal is required.
7. Inform the Activities Director of any fund raising activities or plans to have team members purchase uniforms, jackets, shirts, etc. Fundraising events must be approved by the district Superintendent.
8. Please stress to students to NOT bring valuables such as phones, ipods, cameras, money, etc. to practice or games. If these items are lost or stolen FCSD #21 is not liable.
9. Volunteer coaches must be approved by the Activities Director and the district Superintendent and must submit to finger printing and drug testing.
10. Please make child care arrangements for your children while you are fulfilling your coaching duties.

M. Accidents/Injury

1. If an accident or injury occurs during practice or a contest, follow the procedures outlined on the coach's emergency card.
2. If an accident or injury occurs during practice or a contest the coach is required to complete an accident report and submit a copy to the Activities Director.

III. Post-Season Responsibilities

Payroll is done biweekly (every two weeks) and checks are generally disbursed on Thursday. Pay periods are biweekly and follow an existing perpetual schedule. In the event that payday falls on a holiday, payday will be the day before the holiday. Checks will not be issued early. The school budget and accounting procedures are geared to the planned pay periods. It is best if this system is not altered, therefore paychecks shall not be given out early. Policy: DLA

A. End of Season Review

All coaches must submit a Season Summary at the conclusion of the season. The season summary must include a list of letterman, season scores and record, tournament outcome, all-conference winners, athlete of the year points, and special awards for the end of the season banquet. Each team will be allowed four (4) special awards per team for the banquet.

Coaches must return issued keys.

Destroy all permission slips & medical release forms. File attendance records and any doctor excuses/releases that have accumulated during the season.

Label team photograph.

If a formal evaluation has been written, it may be discussed between the Coach and Activities Director if needed.

B. Budget/Purchasing

All supplies and equipment for all phases of the athletic program will be budgeted and purchased through the Activities Director. No items may be purchased without prior approval of the Activities Director.

At the conclusion of each season, coaches may discuss equipment needs. Items requested will be given priority as they pertain to safety, need, and cost. Uniforms are on a six (6) year rotation basis. Input on uniforms is welcomed.

Uniform Rotation

2023-2024	Junior High Girls & Boys Basketball
2024-2025	Youth Girls & Junior High Volleyball
2025-2026	Wrestling & Cheerleading
2026-2027	Football
2027-2028	Track & Cross Country

*football helmets will be reconditioned and replaced as needed.

COACHES EVALUATION SYSTEM

The sole purpose of the Coaches Evaluation System is to improve the quality of our athletic program by recognizing and encouraging the use of successful coaching practices and techniques. One evaluation will be completed by the Activities Director during the academic year for each coach. Information contained in the evaluation will be based upon observations made at practices and contests during the athletic season, the quality of compliance with the Fremont County School District #21 policies and procedures, and the personal relationships with athletes, professional colleagues, and parents.

At the end of the season review, the evaluation may be discussed with each coach, and the coach will be given the opportunity to comment or respond to any item in the evaluation. The original evaluation will be kept on file in the District office and copies will be distributed to each coach and the Superintendent.

FCSD #21 HEAD COACHING EVALUATION FORM

Name of coach	Sport/Level	Year
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E-Excellent G-Good S-Satisfactory I-Improvement needed U-Unsatisfactory

Administrative, Professional & Personal Relationships

- _____ Works cooperatively with the Activities Director on matters related to the coaching assignment
- _____ Communicates daily with the Athletic Office
- _____ Understands and rules and regulations set forth by all governing agencies of the sport (WHSAA & WRCAA)
- _____ Submits all required paperwork in a timely manner and/or delegates task
- _____ Attends meetings required by the Athletic Department

- Participates in the end of the year Athletic Banquet
- Attends conferences/clinics to self-improve
- Maintains PTSB requirements to retain certification

Coaching Performance & Responsibilities

- Strictly adheres to FCSD #21 policies
- Executes proper care of supplies and equipment
- Is cooperative in sharing facilities
- Proper supervision of players, locker room, bus trips, and facilities
- Exhibits enthusiasm and interest in coaching
- Develops a well organized practice schedule
- Is aware of, and maintains confidentiality concerning athletes
- Communication/interaction with athletes, coaches, media, and parents is appropriate and professional
- Teaches, encourages, and rewards sportsmanship
- Has periodic discussions with assistant coach requesting feedback and to implement & evaluate the season
- Appropriately delegates authority to assistant coach when necessary
- Is prompt in meeting team for practices and games
- Does not have excessive absences
- Is diligent regarding safety in practice/drills, equipment, and facilities
- Develops a positive self-image in all athletes
- Displays appropriate conduct toward players, officials and staff during practice and competition
- Evaluates players throughout the season and sets performance and team goals

School and community relationships

- _____ Conducts pre-season meeting(s)
- _____ Develops and maintains a positive rapport with coaching staff
- _____ Develops sound public relations with the media
- _____ Is fair and consistent with team members
- _____ Provides leadership and develops attitudes that produce winning efforts
- _____ Structures the program in order to provide success, reward, interest, and an effective level of concern for all participants
- _____ Cooperates with parents and listens to concerns and responds in a timely manner

Activities Director's recommendations:

Coach's comments:

Athletic Director's Signature/Date

Coach's Signature/Date

FCSD #21 ASSISTANT COACHING EVALUATION FORM

Name of coach

Sport/Level

Year

E-Excellent G-Good S-Satisfactory I-Improvement needed U-Unsatisfactory

Professional and Personal Relationships

- Works cooperatively with the head coach in matters related to the coaching assignment
- Understands and follows the policies and procedures of the FCSD #21 Athletic Department and the WRCAA & WHSAA
- Completes delegated duties in an effective, efficient timely manner
- Attends meetings required by the athletic department
- Participates in the Athletic Banquet
- Attends conferences/clinics to self-improve
- Maintains PTSTB requirements to retain certification

Coaching Performance & Responsibilities

- Strictly adheres to FCSD #21 policies
- Works with coach to inventory, issue, maintain, and store equipment
- Contributes to a sense of team unity
- Assists in the supervision of players during practices, contests, locker rooms, buses, and facilities
- Exhibits enthusiasm and interest in coaching
- Gives input on practice plans and coaching strategies during practice and games
- Is aware of, and maintains confidentiality concerning athletes
- Teaches, encourages, and rewards sportsmanship
- Has periodic discussions with the head coach to implement/evaluate season
- Is prompt when meeting the teams for practice and games
- Does not have excessive absences
- Assists the Head Coach at practice (such as drills, scrimmages, etc.)

